

ADMINISTRATIVE — INTERNAL USE ONLY

17 APR 1975

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL ✓  
Chief, Procurement Division, OL  
Chief, Supply Division, OL

SUBJECT : Cost Effectiveness of Present Requisitioning/  
Procurement Procedures

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1. This Division does on occasion make small emergency purchases of so-called standard stock items for special customer short leadtime requirements or to tide us over pending delivery of stock on order. This has led us to do some comparison shopping with what I feel are amazing results. Attachment A, the product of considerable research by [ ] reflects a possible annual savings of \$71,000 were we to obtain the items listed therein from commercial sources as opposed to requisitioning them from GSA stores stock. Attachment B represents quotations provided by local merchants. As [ ] says, this is enough to cause us to wonder as to the relative values of the massive GSA centralized procurement system.

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2. It would seem to us that in this case adherence to long-established procedures may well win us the accolade of the year for being nice guys that follow the rules, but there are Pyrrhic implications in such an award, particularly in view of the \$71,000 and the current budget climate. Perhaps we should think about having PD establish a few BPA's with Stott, Ginn, et al., for LSD/BSB use provided we can have GSA provide the necessary waiver. We may just have sufficient justification for BSB as it has a minimal stock - direct-use type of operation. For [ ] stocks, I am not at all sure. In any event, it will take good coordination and cooperation on the part of all divisions concerned, and if we can have those good things without committee meeting this problem to death we will all be ahead. [ ] is our representative. May we hear from you?

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Chief  
Logistics Services Division, OL

Att

cc: C/B&FB/OL

OL 5 10,104


8 April 1975

MEMORANDUM FOR: Chief, Logistics Services Division, OL  
THROUGH : Chief, Building Services Branch, LSD/OL  
SUBJECT : GSA Schedule Prices vs. Open Market Prices

1. The items on the attached listing are currently being procured from General Services Administration. Also attached are current quotations from three commercial vendors for similar items.

2. The listing is self-explanatory and represents a savings of \$70,864.00 per year to the Agency if we could procure selected items on the open market.

3. As an additional savings idea, if 10,000 people in Headquarters Metropolitan Area saved one paper clip per working day (10,000 = 10 boxes X \$4.00/Bx X 252 days per year) we could save an additional \$10,080.00 per year.

  
Chief,  
Acquisition & Control Section  
Building Services Branch, LSD/OL

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Approved For Release 2003/05/06 : CIA-RDP87-01146R000100030003-7

Stock Number and Description	BSB Annual Use	SD Annual Use	Current Price	GSA Interstate Price	Stott Price	Ginn Price	Total GSA Cost per Year	Total Low Bidder Cost	Annual Savings to Agency
7520-285-3146 5 X 8 Wood Card Box	70	15	10.00	5.40	No quote	6.90	850.00	459.00	391.00
7520-285-3145 3 X 5 Wood Card Box	50	-0-	6.70	3.80	No quote	5.29	335.00	190.00	145.00
7520-550-6501 Copyholder	30	21	18.90	17.00	No quote	18.00	964.00	867.00	97.00
7510-161-6211 Sponge Cup	504	-0-	.25	.30	.22	No quote	126.00	111.00	15.00
7530-223-7939 6 X 9 Steno Book	1152	100	.53	.25	.32	.24	664.00	300.00	364.00
8135-205-3495 Cheesecloth 10 yd roll	36000	2335	2.50/.25			1.54/156	95838.00	59803.00	36035.00
(Prices converted to per yard)				.85/.21	.95/.19				
7510-161-4292 (per MX) Paper Clip #1	3250	235	4.00	1.70	1.83	1.47	13940.00	5123.00	8817.00
7510-205-1439 Rubber Band	1728	168	.43	.39	No quote	.28	815.00	531.00	284.00
7510-205-1438 Rubber Band	1728	164	.43	.39	No quote	.28	814.00	530.00	284.00
7510-243-3434 Rubber Band	1728	144	.43	.39	No quote	.28	805.00	524.00	281.00
7510-243-3435 Rubber Band	1728	-0-	.43	.39	No quote	.28	743.00	485.00	258.00
5110-161-6909 Scissors	2500	177	1.95	.80	2.75	No quote	5220.00	2143.00	3077.00
7520-286-1726 File Work Organizer A-Z	250	-0-	2.00	1.50	No quote	2.12	500.00	375.00	125.00

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Stock Number and Description	BSB Annual Use	SD Annual Use	Current GSA Price	Interstate Price	Stott Price	Ginn Price	Total GSA Cost per Year	Total Low Bidder Cost	Annual Savings to Agency
7520-286-1724 File Work Organizer 1-31	200	-0-	2.70	1.95	No quote	2.70	540.00	390.00	150.00
7520-281-5911 Metal Wastepaper Basket	500	-0-	2.55	2.20	3.33		1275.00	1100.00	175.00
7510-687-7867 Correction Fluid	850	-0-	.47				400.00		
Wite-Out Liquid Paper Sno-Pak				.42 .52	1.12	.39		332.00	68.00
6810-224-8353 Methanol 6 Drum/yr 55/GAL-DRM/76.00 DSA			1.38 1.48				456.00		
Buying commercially for 99¢/gal. = 54.45 for 55 gals.								333.00	123.00
7510-281-5234 (DZ) #2 Pencil	14400	2000	.33	No quote	.50	.28	5412.00	4592.00	820.00
7510-286-5757 (DZ) #1 Pencil	3000	50	.33	No quote	.75	.28	1007.00	854.00	153.00
7530-285-3082 (DZ) 8 X 10 1/2 Ruled White Pads	1800	175	5.80	No quote	No quote		11455.00	8493.00	2962.00
100/SHT Pads 50/SHT Pads						50/1.00 2.17/4.30			
7530-286-6173 8 X 12 1/2 Ruled Pads	1800	2400	6.30	No quote	No quote		26460.00	16968.00	9492.00
100/SHT Pads 50/SHT Pads						50/1.00 2.02/4.04			
8135-160-7764 Paper Kraft - 36" W	100	339	25.50	17.50	10.13	22.56	11195.00	4447.00	6748.00

# GINN'S

BALTIMORE • WASHINGTON • RICHMOND

EVERYTHING FOR THE OFFICE

April 3, 1975

Central Intelligence Agency

Attn:

This letter will confirm our conversation of two weeks ago in reference to pricing on items that you might purchase on the open market from the M. S. Ginn & Co.

Items and prices will be as follows:

Item Number:

Current Price:

4020-241-8881	Twine	.71 per ball X
7210-205-1175	Cushion	2.54 each X
7220-457-6046	Chair Mat	19.90 each X
7220-457-6054	Chair Mat	23.80 each X
7220-205-3182	Chair Mat	31.30 each X
7510-285-5995	Binder Clips	1.71 per doz. X
7510-223-6807	Binder Clips	.72 per doz X
7510-282-8201	Binder Clips	.48 per doz X
7510-161-4292	Paper Clips	1.47 per M ✓
7510-687-7867	Wite-Out	.39 per bottle ✓
7510-171-1123	Reinforcements	.16 per 150 ✓
7510-161-4284	Fasteners	.78 per box of 50 X
7510-223-6814	Fastener Bases	.98 per box of 100 X
7510-223-6815	Fastener Bases	.87 per box of 100 X
7510-254-9054	Finger Pads	.065 each X
7510-254-9065	Finger Pads	.065 each X
7510-254-9056	Finger Pads	.065 each X
7510-991-1816	Ko-rec-type	.23 per pkg. ✓
7510-162-6166	Paperweight	.86 each X
7510-281-5234	Pencils	.29 per doz. ✓
7510-286-5757	Pencils	.29 per doz. ✓
7510-286-1407	Sheet Protectors	.06 each X
7510-205-1439	Rubber Bands	.28 per box ✓
7510-205-1438	Rubber Bands	.28 per box ✓
7510-243-3434	Rubber Bands	.28 per box ✓
7510-243-3435	Rubber Bands	.28 per box ✓
7510-272-9662	Staples	.47 per box X
7520-264-5479	Book Ends	.67 per pair X

GSA

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Item Number:

Current Price:

7520-285-3145	Wood Card Box	5.29	each	✓	
7520-285-3146	Wood Card Box	6.90	each	✓	
7520-283-6957	Card File	1.38	each	✓	1.85 GSA 150/7 ✓
7520-286-6959	Card File	2.00	each	✓	2.55 GSA 150/4 ✓
7520-281-5918	Clipboard	.37	each	✓	.41 GSA 450/4 ✓
7520-240-5503	Clipboard	.39	each	✓	.40 GSA 500/4 ✓
7520-550-6501	Copyholder	18.00	each	✓	
7520-286-1726	Everyday File	2.12	each	✓	
7520-286-1724	Everyday File	2.70	each	✓	
7520-171-1120	List Finder	1.78	each	✗	
7520-162-7109	Numbering Machine	34.90	each	✗	
7520-281-5895	Stapler	3.60	each	✗	
7530-247-0318	Index Cards	1.73	per M	✗	
7530-247-0325	Index Cards	1.73	per M	✗	
7530-243-9436	Index Cards	3.88	per M	✗	
7530-243-9437	Index Cards	3.88	per M	✗	
7530-261-3801	Card Guides	1.05	per C	✗	
7530-574-7172	Card Guides	.39	per set	✗	
7530-249-5969	Card Guides	.39	per set	✗	
7530-261-3804	Card Guides	1.05	per C	✗	
7530-861-1272	Card Guides	.95	per set	✗	
7530-285-1689	Card Guides	.58	per set		
7530-261-3819	Card Guides	1.98	per C	✗	
7530-261-3818	Card Guides	1.98	per C	✗	
7530-261-3813	Card Guides	.73	per set		
7530-223-7939	Steno Notebooks	2.90	per doz	✓	
7530-263-2782	Columnar Pads	.62	each	✗	
7530-253-2537	Columnar Pads	.62	each	✗	
7530-073-1131	Columnar Pads	.62	each	✗	
7530-880-2558	Columnar Pads	1.02	each	✗	
7530-825-0234	Columnar Pads	1.11	each	✗	
7530-285-3083	Pads (50 sheet)	2.17	per doz.	✓	5.80 D2 ✓ 1800 D2/4 ✓
7530-286-6173	Pads (50 sheet)	2.02	per doz.	✓	6.30 D2 ✓ 1800 D2/4 ✓
7530-285-3090	Pads (100 sheet)	.73	per doz.	✗	1.50 P24/4 ✓ 2200 D2/4 ✓
7530-239-8479	Pads (100 sheet)	1.74	per doz.	✗	2.14 P24/4 ✓ 2800 D2/4 ✓
7530-228-2096	Duplicating paper (10-1/2x8)	1.36	per ream	✗	
7530-224-6754	Duplicating Paper (14x8-1/2)	1.76	per ream	✗	
7610-527-2849	Dictionary (as per sample)	6.14	each	✗	
8135-290-3407	Kraft Wrapping Paper (24")	15.04	per roll	✗	
8135-160-7764	Kraft Wrapping Paper (36")	22.56	per roll	✓	
8305-205-3496	Cheesecloth (10 yds.)	1.56	per bolt	✓	

Please keep in mind that any orders placed for any of these items must conform to the manufacturers standard packaging and that in some instances there would be minimum orders involved.

Very truly yours,

James D. Hish

Sales Representative Approved For Release 2003/05/06 : CIA-RDP87-01146R000100030003-7

Prices quoted by John J. Rutledge - Chas. G. Stott & Co. Inc. 4/1/75

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Ko-Rec-Type	Matchbook Sheet	\$2.16/Box of 12 books .75/pkg of 5 sheets
Sponge Cups #1GC		.22 each
Steno Books		.32 book
Kraft Wrapping Paper , 50 lb.		10.13 roll
Shears, 7" #807		2.75 each
Paper Clips #1 Gem		1.83 M
Sno Pake Correction fluid		1.12 each
TD 909 gummed reinforcements		.43 box of 175
pencils #1 #1492 10 gross lots/9.00 gross		.75 dz
#2 Stott Sterling 6.03 gross		.50 dz
Sheet Protectors 50/Box		6112 box
Waste Baskets #34 metal		3.33 ea
#2956 rubbermaid		2.30 ea
Staper		3.96 each
Cheesecloth 5 yds per pkg		.95 pkg

**Stott**

JOHN J. RUTLEDGE

CHAS. G. STOTT & CO., INC.  
GOVERNMENT CONTRACT DIVISION  
1680 WISCONSIN AVENUE, N.W.  
WASHINGTON, D. C. 20007

TELEPHONE:  
202/333-5200

# INTERSTATE OFFICE SUPPLY CO.

1116 N. FAIRFAX STREET  
ALEXANDRIA, VA. 22314  
AREA CODE 703 683-5500

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C. I. A.  
Procurement Division  
McLean, Virginia

4/1/75

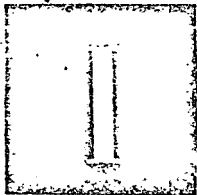
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Gentlemen: Following are prices requested by your office for comparison with GSA prices.

7520-281-5895	Stapler, paper fastening	3.20 Each	
8135-160-7764	Paper, Kraft, Untreated	17.50 Roll	
8305-205-3496	Cheesecloth, 4yd Roll	.35 Roll	
7530-223-7939	Notebook, Steno	3.00 Dz	12 ) 3.00
7530-263-2782	Pad, Columnar	.75 Each	
7530-253-2537	Pad, Columnar	.75 Each	
7530-073-1131	Pad, Columnar	.75 Each	
7530-880-2558	Pad, Columnar	1.20 Each	
7530-825-0234	Pad, Columnar	1.30 Each	
7520-264-5479	Book Ends	.90 Each	
7520-285-3145	Wood Card Files	3.30 Each	
7520-285-3147	Wood Card Files	3.60 Each	
7520-285-3146	Wood Card Files	5.40 Each	
7520-281-5918	Clip Board File	5.20 Dz	12 ) 5.20
7520-240-5503	Clip Board File	5.40 Dz	48 ) 48.40
7520-550-6501	Copy Holder	17.00 Each	
7520-286-1726	File, Work Organizer	1.50 Each	
7520-286-1724	File, Work Organizer	1.95 Each	
7510-272-9662	Staples, Paper Fastening	.65 Box	
7510-634-1358	Paper, Correction	.55 Box	
7510-290-8036	Tape, Pressure Sensitive	3.10 Roll	
7510-256-6710	Tape, Pressure Sensitive	3.00 Roll	
7510-266-6712	Tape, Pressure Sensitive	1.55 Roll	
7510-266-6707	Tape, Pressure Sensitive	4.25 Roll	
7510-551-9825	Tape, Pressure Sensitive	.95 Roll	
7510-551-9823	Tape, Pressure Sensitive	1.98 Roll	
7520-281-5911	Basket, Wastepaper	2.20 Each	
7520-H02-9732	Basket, Wastepaper	2.05 Each	GLOBE - Wernicke
7510-286-1407	Protector, Document	2.50 Box	
7510-286-5789	Ring, Looseleaf Binder	2.50 Box/50	
7510-286-5787	Ring, Looseleaf Binder	2.79 Box/100	

Continued on page two





# INTERSTATE OFFICE SUPPLY CO.

1116 N. FAIRFAX STREET  
ALEXANDRIA, VA. 22314  
AREA CODE 703 683-5500

page 2

Continuation of prices requested by your office for comparison with GSA prices.

7510-205-1439	Rubber Bark	.39 Box
7510-205-1438	Rubber Band	.39 Box
7510-243-3434	Rubber Band	.39 Box
7510-243-3435	Rubber Band	.39 Box
7510-530-6412	Pad, Typewriter, 14 3/4 x 13 3/4"	1.85 Ea
7510-991-1816	Paper, Correction, Sheets	.19 Pkg
7510-991-1816	Paper, Correction, Match Book	.13 Book
7510-285-5995	Clip, Paper	1.56 Box
7510-223-6807	Clip, Paper	.77 Box
7510-282-8201	Clip, Paper	.60 Box
7510-161-4292	Clip, Paper, Gem Type	1.70 Ctn/1000
7510-687-7867	Correction Fluid, Wite Out	.42 Each
7510-687-7867	Correction Fluid, Liquid Paper	.52 Each
7510-161-6211	Cup, Sponge	3.60 Dz
7510-171-1123	Eyelet, Reinforcement(150 Bx)	.12 Box
7210-205-1175	Cushion, Chair & Stool	3.80 Each
5110-161-6909	Shears, Straight Trimmers	.80 Each

12 3.60  
3.60

7 n 8"

Thank you for the opportunity of quoting these items. If there is anything we can help with in the future please let us know.

Sincerely Yours

*Charles F. Palmer*

Charles F. Palmer  
Government Sales

TAB

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## Federal Property Management Regulations

### Paragraph 101.26.100-2 Request for waivers.

When an agency required to use GSA stock or Federal Supply Schedule items determines that such items will not serve the required functional end-use purpose of the item proposed to be procured, requests to waive the requirement for use of GSA sources shall be submitted to GSA for consideration. (Personal preference and subjective evaluations are not acceptable as sufficient justification for a waiver.) However, a waiver is not required where a desired similar item will be procured at a lower cost from another GSA source in accordance with the policy set forth in paragraph 101.26.100-1 relating to the acquisition of the lowest cost item from GSA sources.

(a) Requests for waivers shall be submitted to the Commissioner, Federal Supply Service, General Services Administration, Washington, DC 20406, and, if considered justified, will be approved. If disapproved, the requesting office will be so notified. Such requests shall contain:

(1) Complete description of the item requested. (Descriptive literature such as cuts, illustrations, drawings, and brochures which show the characteristics or construction of the item or explain its operation should be furnished wherever possible in satisfaction of this requirement.)

(2) Comparison of price and pertinent technical differences between the item requested and the GSA item:

(i) Inadequacies of the GSA item in performing required functions.

(ii) Advantages of the item requested, such as technical, economic, or other.

(3) Quantity required. (If demand is recurrent (estimate annual usage), nonrecurrent, or unpredictable, so state.)

(4) Other pertinent dates when applicable.

(b) Agencies shall not initiate action to procure similar items from non-GSA sources until a request for a waiver has been requested from and approved by GSA. The fact that action to procure a similar item has been initiated will not influence GSA action on a request for waiver.

[36 F.R. 17423, Aug. 31, 1971]